Writing and Editing Web Content With the User in Mind

VIRTUAL STUDENT FOREIGN SERVICE

VSFS

Project Title	Writing and Editing Web Content With the User in Mind
Project Summary	Flex your writing, editing, and proofreading muscles while reorganizing and rewriting a section of our website to focus it more specifically on what the site visitor needs.
Country	United States
Agency	Education Department
DoS Office	N/A
Post	N/A
Section	N/A
Number of Interns	1

Project Description

Our team writes, edits, and updates informational materials about federal student aid, how to apply, and how to repay loans. Our main communication channel is the StudentAid.gov website. We'd like to revise the "Prepare for College" section of the site to focus more on financial preparation for college, emphasizing preparation checklists and financial literacy--the kind of information people come to the site to find. We need someone to review the analytics and research that we've gathered, prepare a revised site map, outline content for each page, flesh out each page's outline by incorporating relevant existing content and writing new content, seek input on the proposed content, submit the content for incorporation into the site's content management system, then proofread the content before it's published and perform quality assurance after it's published. Knowledge of grammar, punctuation, parallel construction, and proper sentence structure will be vital, as will the ability to tailor writing to the intended audience (e.g., simpler for elementary school students; more sophisticated for adults). Knowledge of best practices for writing web content will be a bonus. A solid knowledge of MS Word (including the Track Changes function) is essential; and you'll also be using Excel and Google Drive.

Desired Skills Interests

Additional Information

Undergrads and grad students welcome to apply. Take a look at StudentAid.gov/prepare and its subpages for a preview of what we'll be working with.

Language Requirements

None